

Town of



Amherst Massachusetts

PERSONNEL BOARD

C/O Human Resources & Human Rights  
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## Meeting Minutes

### Personnel Board January 16, 2019 First Floor Meeting Room, Town Hall, 9:00am

Present: Tony Butterfield, Charles Scherpa, Chris Hoffmann, Rebecca Woodland

Absent: Catharine Porter

Others present: Deborah Radway, Joanne Misiaszek, David Ziomek, Evelyn Rivera-Riffenburg

#### Old Business:

- **Agenda Review/Additions** –None.
- **Minutes** of November 2018 minutes approved
- **Personnel and Recruitment update**  
(Radway) Finance Director/Treasurer: Three additional candidates were recently interviewed, and one will return to meet with the Town Manager. This candidate would be ideal for a position of Treasurer/Financial Manager if Town and Schools can share the School Finance Director who could manage the Capital Projects. No candidate to date has matched our requirements or standards. There was much discussion if a new job description is needed and the potential changes among other staff. It was determined that if this was the direction the Town Manager wanted to move in, then a new job description and organizational chart must come before the Personnel Board for review.  
(Radway) Community Participation Officers: a three person team comprised of Brianna Sunryd, Communications Manager, Angela Mills, Executive Assistant to the Town Manager, and Jennifer Moyston, Administrative Assistant to Town Manager and Human Resources. All have deep roots within the Amherst community, living and working here, attending the Amherst Public Schools, and volunteering in multiple capacities.

#### New Business

- Move to the Town Room to meet and present to the Town Council the role of the Personnel Board. Presentation included an overview of the inter-connectedness of the Board and Human Resources and an introduction of Board Members and HR department staff. At completion, adjourned to First Floor Meeting Room.
- David Ziomek introduced Evelyn Rivera-Riffenburg, the incoming Director of Human Resources to the Board. She will begin employment March 4, 2019. The search committee for this position consisted of David, Rebecca Woodland, Guilford Mooring, Julie Federman and the Human Resources Director for Amherst College. Current HR staff, Joanne and Jennifer, will support Evelyn. David is currently working to find a better space for HR and is committed to finding space with privacy and easy access for employees.
- Staffing Update- (Joanne) There was 3 exits, all resignations. There has been 1 new hire, the Information Systems Specialist.
- Next meeting is scheduled for January 30<sup>th</sup> at 9am if needed; and March 20<sup>th</sup> at 9am.
- Annual Meeting with Non-Union Staff scheduled for March 20<sup>th</sup> at 10am in the Town Room.

Meeting Adjourned 10:10am  
Joanne Misiaszek, Note taker